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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: August 28, 2003
RE: ACH/EFT Application Instructions Update

Revisions have been made to the SAMII Financial Vendor ACH/EFT Application Instructions since our notification to you on August 15, 2003. The instructions for Section A, Legal Entity Name, Sole Proprietor, and Corporations has been updated. In addition, a revision was made to the General Instruction section adding language stating that the application will not be processed by OA/Accounting if the form is not correctly completed.

Please ensure that all staff in your agency that may have downloaded the ACH/EFT Application form and instructions previously are aware of these revisions so that he/she can download the form and instructions again for his/her use. These updated instructions must be used when completing or requesting the completion of the application. The current form and instructions [MO 300-1608N (8-03)] can be downloaded by going to the SAMII Financial website, Policies and Procedures, SAMII Forms, Download Eforms, Universal Forms Index, SAMII Expenditures Disbursements, Vendor ACH/EFT Application.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting for assistance, if needed.